

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health

Health Regulation Administration



**INFORMATION AND INSTRUCTIONS TO REGISTER AS AN
ADDICTION COUNSELOR**

Dear Applicant:

We welcome your interest in becoming registered as an Addiction Counselor in the District of Columbia and look forward to providing expedient and professional services. However, the quality of our services is dependent on the completeness of your application. Please read these instructions carefully. The Board of Professional Counseling will not review incomplete applications.

ALL APPLICATION FEES (\$50.00) ARE EARNED WHEN PAID AND CANNOT BE TRANSFERRED OR REFUNDED. THE REGISTRATION FEE IS \$45.00 THIS IS REFUNDED, IF THE APPLICATION IS DENIED.

New Mailing address for applications and supporting documents.

DEPARTMENT OF HEALTH
OFFICE OF PROFESSIONAL LICENSING
BOARD OF ADDICTION COUNSELORS
64 NEW YORK AVENUE, NE
1ST FLOOR
WASHINGTON, DC 20002

For further information, please call our main telephone number at (202) 442-9200.
Thank you.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
LICENSING REGULATION ADMINISTRATION**

**OFFICE OF:
PROFESSIONAL LICENSING**

**MAILING ADDRESS:
64 NEW YORK AVE., N.E.
FIRST FLOOR
WASHINGTON, D.C. 20002**

**GENERAL REQUIREMENTS FOR REGISTRATION
AS AN ADDICTION COUNSELOR**

**APPLICANTS MUST NOT HAVE BEEN CONVICTED OF AN OFFENSE
WHICH BEARS DIRECTLY ON THE APPLICANT'S FITNESS TO PRACTICE.**

APPLICANTS MUST BE AT LEAST EIGHTEEN (18) YEARS OF AGE.

APPLICANTS MUST SUBMIT THE FOLLOWING:

- 1. COMPLETED AND NOTARIZED APPLICATION FOR D.C. LICENSE FORM (OPLA-24)**
- 2. COMPLETED SUPPLEMENTAL INFORMATION/SUPERVISION FORM**
- 3. TWO RECENT PASSPORT-TYPE PHOTOGRAPHS MEASURING "2X2."**
- 4. CHECK OR MONEY ORDER FOR NINETY-FIVE DOLLARS(\$95.00) MADE PAYABLE TO D.C. TREASURER. THE FIFTY DOLLARS (\$50.00) APPLICATION FEE IS EARNED WHEN PAID AND CANNOT BE REFUNDED. HOWEVER THE LICENSE FEE OF \$45.00 WILL BE REFUNDED IN CASE OF FINAL DENIAL OF LICENSE OR IF CANDIDATE WITHDRAWS APPLICATION.**

NO CASH TRANSACTION, ONLY CHECK OR MONEY ORDER

EDUCATIONAL REQUIREMENTS

SUBMIT TO THE BOARD VERIFICATION OF 135 HOURS OF TRAINING OF EDUCATION IN SUBSTANCE ABUSE COUNSELING. APPLICANTS MAY SUBMIT CERTIFICATES. (XEROX COPIES ONLY)

APPLICANTS THAT ARE CERTIFIED ADDICTION COUNSELOR (CAC) INCLUDE A COPY OF YOUR CERTIFICATION.



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REQUIREMENTS FOR REGISTRATION AS AN ADDICTION COUNSELOR

SUPERVISED EXPERIENCE

AN APPLICANT MUST FURNISH THAT HE/SHE HAS COMPLETED ONE YEAR OF FULL-TIME EXPERIENCE (1500 HOURS) IN SUBSTANCE ABUSE COUNSELING. AN APPLICANT MAY SUBMIT A SIGNED STATEMENT FROM A SUPERVISOR WHO SUPERVISED THE APPLICANT DURING THAT PERIOD; PROVIDING THE LOCATION, DATE AND COUNSELING EXPERIENCE.

APPLICATIONS THAT HAVE NOT INCLUDED THE ABOVE INFORMATION THE BOARD OF PROFESSIONAL COUNSELING WILL NOT REVIEW.

FURTHER INQUIRIES MAY BE DIRECTED TO THE BOARD'S HEALTH LICENSING SPECIALIST AT (202) 442-9200 MONDAY THROUGH FRIDAY, FROM 8:30 a.m. TO 4:00 p.m.

I. REQUIREMENTS FOR REGISTRATION AS AN ADDICTION COUNSELOR

An applicant must furnish proof that he/she:

1. Has completed a minimum of 135 hours of training or education in the following knowledge and skill areas:
 - a. pharmacology
 - b. signs and symptoms of alcohol and drug use, dependence, and abuse
 - c. legal, ethical, and professional standards
 - d. modalities for counseling services and treatment of substance use/abuse
 - e. helping relationship/theories and dynamics of counseling
 - f. human development/behavior
 - g. treatment planning
 - h. evaluation and assessment
 - i. crisis intervention
 - j. working with families
 - k. case management and recordkeeping
 - l. experimental learning situation, AND
2. Has obtained the equivalent of one year full-time experience (1,500 hours) providing direct, supervised addiction counseling services to persons with the primary problem of alcoholism or other drug addictions; OR
3. Holds a current and valid certificate as an addiction counselor from a regulatory board in another jurisdiction of the United States, the Washington Metropolitan Area Addictions Counselors Credentialing Board or its successor, the D.C. Certification Board/Alcohol and Other Drugs of Abuse or its successor, or the National Association of Alcoholism and Drug Abuse Counselors or its successor.

SPECIAL NOTE

THE BOARD OF PROFESSIONAL COUNSELORS WANTS TO REITERATE THAT PERSONS SUBMITTING APPLICATIONS TO PRACTICE AS AN ADDICTION COUNSELOR ARE APPLYING FOR A "REGISTRATION" AND NOT A "LICENSE". ALTHOUGH THE APPLICATION YOU COMPLETE AND SUBMIT (OPLA-24) HAS THE HEADING "APPLICATION FOR A D.C.LICENSE", YOU ARE STILL IN FACT APPLYING FOR REGISTRATION TO PRACTICE AS AN ADDICTION COUNSELOR.